Annual Report & Program Description
Submittal Checklist

1. Access the online report at: http://www.wsdot.wa.gov/pubtran/ctr/annualreport/
   If you do not have internet access, please contact your Employer Transportation Representative for a blank hard-copy report.

2. Login to your account by entering your CTR ID and assigned Password as listed in your reminder letter.

3. Click the "Create New Report" link on the left-hand menu.

4. Choose the correct report year for the program you are working on.

5. Select from the following options:

   ❖ Create a new report by selecting a previously submitted report from the drop down list.

   ❖ Create a new blank report.

6. Complete and update the program information for your worksite following the website prompts.

7. Submit the completed report online when you are finished making changes or adding new elements to your report. Select "Submit" from the left-hand menu. A "New Report Submittal Confirmation" will appear. Click "Yes" to complete the submittal process.

8. Print the completed report and route to the highest-ranking official at the worksite for signature.

9. Mail the following to the address below:

   ➢ The signed Annual Report & Program Description
   ➢ A copy of CTR program summary for your worksite

   > King County Metro
   > Commute Trip Reduction Service
   > M.S. YES-TR-0650
   > 400 Yesler Way
   > Seattle, WA 98104-2615

Next Steps: Notify your ETR that you have submitted your program online and that it is ready for review. Your program will be reviewed and your ETR will either contact you with questions or approve the report. You and your highest-ranking official will each receive a copy of the approved program and an approval letter via mail.